

MONTHLY PUBLICATION FROM HUMAN RESOURCE SERVICES

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HRS IS OPEN TO SERVE YOU

WE ARE PRACTICING SOCIAL DISTANCING

HOURS OF OPERATION: MONDAY-FRIDAY, 8:00AM-5:00PM

CONTACT VIA PHONE OR EMAIL
(509) 335-4521 or hrs@wsu.edu
hrs.wsu.edu/hrs-contacts

HRS WILL HAVE LIMITED STAFFING
in our physical offices, however you can reach us
through phone & email

**HRS WILL NOT BE CONDUCTING IN
PERSON INTERACTIONS***
*HRS is available via email, phone or other technology

STAY INFORMED
Visit wsu.edu/covid-19 and hrs.wsu.edu/covid-19

**TO SUBMIT A DOCUMENT TO HRS, PLEASE EMAIL AN
ELECTRONIC VERSION (SCAN OR PHOTO)
OR SEND VIA FAX (509) 335-1258**

HRS.WSU.EDU

Paydays

Monday,
August 10

Tuesday
August 25

Human Resource Services
PO Box 641014
Pullman, WA 99164-
1014
509-335-4521
hrs@wsu.edu



Benefits Reminders

New Employees: Sign up for [New Employee Orientation](#) to learn about the benefits offered through your employment at WSU!

Be sure to review the due dates listed on your Benefit Acknowledgement Form. If you miss your deadlines, you will be auto-enrolled into medical and dental coverage, placed into a default retirement plan, and must go through underwriting to request life or disability insurance.

Departments are encouraged to enter new employee PERMS data as soon as possible! HRS relies on PERMS to identify benefit-eligible employees and inform them of their benefit elections and due dates.

Limited Open Enrollment: What's next?

Any changes to your medical coverage and/or FSA or DCAP are effective August 1, 2020. Most changes affecting pay will be reflected on the August 10 paycheck. If changes are not seen on that paycheck, you will see changes and any catch-up contributions on the August 25 paycheck, or on September 10 for 9-month employees.

New cards will likely take several weeks to be mailed out by the benefit providers. If you need to seek medical services before you receive your cards, please [contact the benefit provider](#) to get ID numbers for new enrollees.

Addition or Loss of Coverage:

Will you or your dependents be experiencing a change in jobs that results in the loss or addition of health coverage? That may create a Special Open Enrollment event—visit the [benefit changes page](#) for more information.

A Special Open Enrollment event allows you to make changes to some of your benefits within 60 days of the event. Act early to prevent breaks in coverage or to minimize paying premiums you may not owe.



Daily Coug Connect

Join us at 10 a.m., Monday through Friday, for Daily Coug Connect! Experts system-wide present 5-30 minute Zoom sessions for WSU employees. Topics include health and wellness tips, activities, and HRS related updates.



Daily Topics for WSU Employees | Hosted by HRS via Wazzoom

Sign in to your Online Learning Account to access the Zoom session from 'My Home' page



Modernization Initiative

New concept: Time, Leave, & Absence in Workday

Learn about the top changes coming to time, leave, and absence once the University transitions to Workday with [this handout](#) and [blog post](#). For example, in Workday, all time, leave, and absence will be electronically recorded and leave accruals will be calculated in real time.

What can you do to prepare for Workday training?

Training is about three months away, but there are still tasks you can do now to be better prepared. Check out this [new blog post](#) from the Modernization Team to see what they are.

Blog post: Learn about integrations

The Modernization Team has mentioned integrations before, but what are they? Integrations help the University move data between other systems and Workday. [This blog post](#) will walk you through what you need to know about this topic.

For questions, contact modhelp.wsu.edu.

ILT Trainings this month - Via Zoom

Click the links below for more information. This may require you to log in with your WSU network ID and password.

Trainings this month are available through videoconferencing.

[Business Objects Web Training](#)

[Discrimination, Sexual Harassment, and Sexual Misconduct Prevention](#)

[myWSU: Query Foundations](#)

[myWSU: Advanced Query Techniques](#)

[Electronic Forms System Training](#)

[Department Pay](#)

[Customer Service at WSU](#)

Questions?

Call 509-335-4521
or send an email to hrstraining@wsu.edu.

Featured Online Training

[Achieve Productivity in Your Personal Life](#)

Library ID:
pd_32_a04_BS_enus



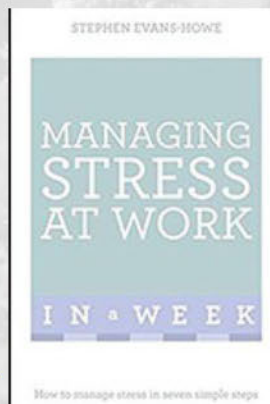
In this course, you'll learn how to prepare for trips, plan personal and household tasks, and become more organized as a parent. You'll also explore tips for achieving an effective work/life balance and taking care of your personal health and well-being.

Featured Online Book

[Managing Stress at Work in a Week: How to Manage Stress in Seven Simple Steps](#)

Library ID: 145518

This book was written as a simple, practical guide to the principles and techniques for managing stress at work.



Crimson Spirit Recognition

Dorothy "D" Thomas, program coordinator for Facilities Services--Administration, received Crimson Spirit recognition. Visit go.wsu.edu/CrimsonSpirit to learn more about her dedication and exceptional service!

Nominate Someone for Crimson Spirit Recognition

Honor a Washington State employee with Crimson Spirit recognition.

This special commendation is for WSU staff and faculty who have provided superior customer service.

To submit a nomination, please visit go.wsu.edu/CrimsonSpirit.



Dorothy "D" Thomas